# Team Member Evaluation

Complete the following as described. The specific information you provide will be kept in strict confidence, although I might share the pooled (completely anonymous) responses from a team to an individual member of the team as feedback on their performance.

**Name** – Use one block for each team member ***including yourself***. Begin by entering your name in the first block and then use one block for each of the others on your team.

**Comments** – Provide one paragraph of comments on each member's part in the team work (including your own!!). Your comments should be ***one full paragraph per person.*** I consider a full paragraph as 50 to 100 words. So, for example, this paragraph is just under 90 words. For each member, mention what they have done on the project, how well they did their job and mention their strengths and their weaknesses. Please refer to the *Sample Member Evaluation* for examples of filling out the form with comments on team members.

**Contribution** – You have 100 tokens to distribute across your team in proportion to their overall contribution and effort on this deliverable. How would you distribute the portions? The total of the portions must be 100.

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